

Fairfax County Community and Recreation Services

Community Use of Gymnasiums Policy & Procedures



Table of Contents

Preface: Letter from the Director	i
Board of Supervisors approved Policy	1-9
Application Deadlines and Procedures	10-11
Gymnasium Usage Regulations	12-13
Volunteer Building Director Training.....	14
Userfees for Adult Non-County Residents	15
Guidelines for Community Groups Using Bleachers.....	16



**FAIRFAX
COUNTY**

V I R G I N I A

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November 10, 1998

TO: Community Users of Public Gymnasiums

The Department of Community and Recreation Services (CRS) is pleased to provide you with this booklet containing the policies and procedures for the community use of public gymnasiums. We have taken this step to streamline all of the policies and procedures associated with using public gymnasiums in Fairfax County. Heretofore, these policies and procedures were addressed in numerous documents that were unwieldy to the user, to say the least.

In an effort to provide as much information as possible and to educate the users of public gymnasiums in Fairfax County, we hope that you will find this information easy to use and understand. With that in mind and given that we are always interested in continuous improvement, we encourage you to provide us with any suggestions that would make the process of acquiring gymnasiums easier. CRS is committed to removing burdensome, bureaucratic processes that make it difficult for you as a volunteer to perform the excellent services that you do in support of youth and adult athletics in Fairfax County.

Please feel free to call Jay Powell, the department's Athletic Services Division supervisor at 324-5526 or e-mail him at EPowell@COFAIRFAXVA.US if you have any comments or suggestions on how to improve the process.

Sincerely,

Wes Kendrick
Director

WK / MMM

At a regular meeting of the Board of Supervisors of Fairfax County, Virginia, held in the Board Auditorium in the Fairfax County Government Center, in Fairfax, Virginia, on Monday, September 28, 1998, at which meeting a quorum was present and voting, the following resolution was adopted:

Resolution as to the Community Use of Public Gymnasiums

WHEREAS, the development of organized sports is in the best interests of health, safety and general welfare of the residents of Fairfax County; and

WHEREAS, the available gymnasium facilities shall be utilized so as best to serve the public; and

WHEREAS, Fairfax County Public School Board Regulation 8420 governs the Department of Community and Recreation Services' scheduling of school facilities;

IT IS HEREBY resolved that:

I. Definitions

- A. Director—the Director of the Fairfax County Department of Community and Recreation Services or his designee.
- B. Group of Individuals—individuals who informally have joined together to play or participate in a sport or activity and who are not associated with a particular organization.
- C. Gymnasium sports—basketball, volleyball, wrestling and cheerleading.
- D. House team—a group of players who participate as a team in a league made up of youth generally living in a specific geographical area of the County and operated by a local youth athletic organization serving that part of the County. These teams generally do not travel to other parts of the County to play equivalent teams from other local youth athletic organizations.
- E. Out of season sports—sports which are primarily outdoor sports which are requesting gymnasium space for practice or out of season training, but which does not include basketball, volleyball, wrestling or cheerleading.

- F. Select team—a group of players who have participated in a competitive try-out conducted by a team sponsor and have been chosen to represent that organization in a County-wide travel select league operated by a specific select league sponsor. These teams travel to various locations in the County to play teams of an identical category from other local youth athletic organizations.
- G. Select League Sponsor—an organization made of representatives from various local youth athletic organizations or teams that administers and operates a select league for the purpose of providing a higher level of competition within a given sport.
- H. Team Sponsor—the local youth or adult athletic organization, community center or other entity.
- I. Viable Sport—a sport that is organized and administered in a way that produces opportunities for youth or adults to participate in successful athletic programs.
- J. Youth teams—athletic teams, house or select, the members of which are at least seven years of age but no more than 18 years of age.

II. Criteria For Application For Gymnasium Use

- A. Applicants, whether an organization or individual on behalf of a group of individuals, shall be residents of Fairfax County.
- B. At least two thirds (2/3) of the participants in the sport or activity for which gymnasium space is requested must reside in Fairfax County. The name, address and telephone numbers of each participant shall be submitted to the Director upon request.
- C. The organization or group of individuals shall present a viable sport or activity which is appropriate for the type of facility requested.
- D. Each organization or group of individuals shall make proper application for gymnasium use as described in Paragraph III.

III. Application Process

- A. All applications for allocation of gymnasium space must be made, in writing, on the required forms to the Director.
- B. The Director shall make the allocation decision as to whether the applicant shall be granted approval and the amount, time and location of the gymnasium space allocated in accordance with this policy.
- C. The Director may require the submission of additional data the Director deems necessary. Failure to submit such data in a timely fashion shall result in the denial of the application.
- D. At any time during the year the Director may request from the applicant verification of participants in a sport or activity program. Failure of the applicant to provide such information in a timely fashion may result in forfeiture of gymnasium space.

IV. Priority Usage of Gymnasiums

- A. Gymnasiums will be allocated first to organizations or to groups of individuals who were allocated space the prior year based on the actual number of participants at the end of the prior season for that sport or activity. Gymnasiums will be allocated to organizations or to groups of individuals requesting gymnasium space in addition to the prior year allocation and to organizations or to groups of individuals which are newly formed or which were not allocated space the prior year on a pro rata based on their additional enrollment or new enrollment.
- B. Youth gymnasium sports and/or activities shall have priority at the following times:
 Monday through Friday: 5:00 p.m. to 9:30 p.m.
 Saturday: 9:00 a.m. to 6:00 p.m.
 Sunday: 1:00 p.m. to 7:00 p.m.
 Within these time periods, priority shall be given to youth sports or activities in the following order:
 1. Select basketball games;
 2. in equal priority house basketball games and practices, select basketball practices, volleyball games and practices, wrestling meets;
 3. in-season sports or activities;
 4. out-of-season sports and activities.

- C. Adult gymnasium sports and activities shall have priority at the following times:

Monday through Friday: 8:45 p.m. to 10:15 p.m. Locations not being used by youth programs past 8:45 p.m. Monday through Friday can be assigned to adult groups on a year-to-year basis. Notwithstanding Paragraph IV B above, adult volleyball, at the discretion of the Director, may begin play at 6:00 p.m. in six (6) middle schools, none to be located in the same geographical area. Any additional growth of adult volleyball must expand to weekend play. Schools designated are:

Location	Days
Bryant Center	Monday through Friday
Holmes Middle School	Monday through Thursday
Luther Jackson Middle School - Gym #2	Monday through Thursday
Franklin Middle School	Tuesday and Wednesday
Thoreau Middle School	Monday
Glasgow Middle School - Gym #1	Monday

Adult gymnasium sports and activities shall have priority at the following times:

Saturday: 6:00 p.m. to 10:30 p.m., except when determined by the Director as needed for youth gymnasium sports or activities.

Sunday: 9:00 a.m. to 1:00 p.m.

Within these time periods, priority shall be given to adult sports or activities in the following order: volleyball games, basketball games, volleyball practices, basketball practices, all in-season users, all out-of-season users.

- D. Gymnasium space for children age six years of age and under shall be allocated gymnasium space to the extent possible after youth sports or activities for ages 7 to 18 have been accommodated.

V. Time Allocation

To the extent possible, each team sponsor shall be given gymnasium time as follows:

A. YOUTH

Select Basketball Teams

Practice—3 hours on a full basketball court per week shall be allocated to the team sponsor.

Game—1¼ hours per week shall be allocated to the league sponsor.

House Basketball Teams

Practice—1½ hours on half a basketball court per week.

Game—1¼ hours on a full basketball court for each two teams per week.

Volleyball Teams

Practice—1½ hours on a full volleyball court per week.

Game—1¼ hours for each two teams in volleyball court per week.

Wrestling Teams—8 hours per meet.

B. ADULT

Practice/Game—Adult groups shall be allocated either 1½ hours per week for practices or informal play (groups with 5—8 players shall be assigned one-half of a court) or 1¼ hours for each two teams on a court per week for games.

VI. Allocation Factors

- A. The Director shall be the authority to make allocations of gymnasium space as deemed appropriate, but may delegate such authority, including by making block allocations to leagues or organizations for allocation to teams or activities as to time, day and facility.
- B. The Director shall have the right to deny or revoke the use of any gymnasium to any league, organization, team or individual at any time for violations of any law, ordinance, regulation or this Resolution, or if the Director reasonably believes that such action is in the best interest of sports or other activity or is in the best interests of the health, safety or general welfare of the residents of Fairfax County.

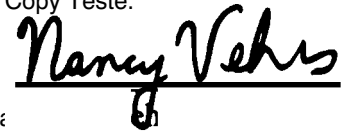
- C. The Director may consider whether the organization or group of individuals in question and/or its directors, officers or leaders has engaged in violations of regulations of the Department of Community and Recreation Services, or Fairfax County School Board regarding the use and scheduling of gymnasiums within the last two years. In so doing, the Director may take into account the severity and number of violations, any action the organization or group of individuals has taken to prevent future violations and whether the individuals involved in such violations still are included in the organization or group of individuals.
- D. Gymnasium space shall be assigned based on the minimum required space in accordance with this Resolution.
- E. Gymnasium facilities shall be allocated based on 8.5 players per house basketball team, ten players per select basketball team and 12 players per volleyball team. Wrestling shall be allocated gymnasium space on a per meet basis. This does not prohibit organizations from having more or fewer players on teams in their program. The above team averages shall be used to determine gymnasium allocations whenever groups submit applications showing a lesser team average.
- F. Organizational access to other gymnasiums and other facilities shall be considered during the allocation process and accounted for in available gymnasium resources.
- G. Youth sports will have priority over the Department of Community and Recreation Services (CRS) classes; however, once the allocation is made, youth sports cannot preempt CRS classes for that year.
- H. CRS can preempt any user in order to serve its district teen centers and its programs for individuals with disabilities.
- I. First priority in gymnasium allocations during the period from December 1 to March 31 shall be given to basketball, volleyball and wrestling. Cheerleading has priority from September 15 to November 30. Every effort, however, shall be made to accommodate all other groups sports.
- J. Where possible, groups shall be assigned within their community.

VII. Rules And Regulations Governing Facility Usage

- A. Permits are not transferable. All users shall ensure that no unauthorized third party shall be granted permission to use the gymnasium, or any portion thereof, without the Director's approval.
- B. The School Board reserves its preemptory rights to use gymnasiums and may cancel or postpone any non-school use when such is in conflict with a school event.
- C. Postponement or cancellation or discontinuation of use of any gymnasium by the applicant must be reported to the Department of Community and Recreation Services' office at least twenty-four (24) hours in advance unless action was due to inclement weather. Groups that fail to use allocated space requiring payment for custodial services shall reimburse CRS for custodial costs incurred by the non-use.
- D. Use of gymnasiums is restricted to the area to which the organization or group has been assigned. No gymnasium shall be used for any purpose other than as designated.
- E. Gymnasiums are not to be used when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface.
- F. Any organization, group of individuals or individual found guilty of destroying or defacing school property may be excluded from further use of the facility and shall be held responsible for such damage. User shall ensure reimbursement for the cost of damages occurring during use.
- G. All managers, coaches, or persons in charge of a group using the gymnasiums will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents.
- H. Any warming-up or practice for a game must be done in an area and manner that is not dangerous to spectators or individuals using other facilities.

- I. In no case shall anyone enter the facility by force, or other than through the designated doors upon their opening by the appointed school or Community and Recreation Services official.
- J. Each group is responsible for cleanup of all areas used, to include bathrooms, or cleanup fees will be assessed.
- K. User shall ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
- L. Refreshment stands and concessions will be operated under the jurisdiction of the school or related groups such as booster clubs and PTAs. If school or related groups refuse, the user may seek approval from FCPS to operate the concession stand.
- M. Food and drink will not be permitted in the gymnasiums.
- N. No automobiles, trucks, or other motor vehicles shall be operated or parked other than in the designated parking lots and spaces.
- O. Changing of clothing in automobiles or on any part of school or County grounds is strictly prohibited.
- P. There will be no construction, modification, or physical changes to any facility unless specific written permission is received from the School Board. Preparation for a game or event, such as raising and lowering basketball goals, assisting with opening and closing bleachers, setting up scoring tables, volleyball standards/nets and wrestling mats, is the responsibility of the user, and where specifically covered by FCPS policy and procedures must be strictly followed regarding such issues as raising basketball goals and opening and closing bleachers. Facilities must be left by the user in the same condition as when use began. All equipment used shall be returned to its original location.
- Q. User shall ensure that prior approval is received before signs, banners, and pennants are erected, and that they do not deface public property.
- R. User shall provide adequate chaperons for children and youth activities at least one adult per 25 children or youth.
- S. User shall guarantee that activities shall be orderly and lawful.
- T. User shall agree to hold harmless and indemnify the Fairfax County School Board, the County of Fairfax, the Board of Supervisors of Fairfax County, Virginia, and all of their officials, officers, employees or agents, with respect to user or user's employees or agents, including damage to School Board/County property or other public property. An insurance policy for such coverage is recommended and may be required by the Director.
- U. User shall comply with safety regulations and policies of the Fairfax County School Board, the Fairfax County Department of Community and Recreation Services and the Fairfax County Fire Department.
- V. User shall comply with all federal, state and local laws, regulations and licensing requirements.
- W. User shall observe allocated times.
- X. Violation of any of these rules or regulations may result in denial of use by the team, team sponsor, or select league sponsor in accordance with Paragraphs VI B and C above.
- VIII. The Director shall have the authority to administer and interpret the regulations, policies and use of all facilities covered by this resolution. Any organization or individual aggrieved by a decision of the Director may appeal such decision within ten (10) days from the time they knew or reasonably should have known of such decision, in writing, to the County Executive. The decision of the County Executive shall be final and binding.
- IX. This resolution supersedes the action of the Board of Supervisors of Fairfax County, Virginia, on October 4, 1982, and is effective immediately.

A Copy Teste:



 N: 
 Clerk to the Board of Supervisors

Application Deadlines and Procedures

A. Application deadlines for the appropriate scheduling periods are as follows:

FALL (September 15 - November 30) - August 1

WINTER (December 1 - March 31) - October 1

SPRING (April 1 - June 15) - March 1

SUMMER (June 16 - August 1) - June 1

B. The procedures for securing use of gymnasiums are as follows:

1. Obtain and complete an Application for Community Use of Public Athletic Facilities and return it to the Athletic Services Division, Fairfax County Community and Recreation Services, 12011 Government Center Parkway, Suite 1050, Fairfax Virginia 22035-1115. An application can be obtained at the address indicated or can be mailed by calling 324-5522.
2. When applicable, appropriate fees will be charged for facility use, building director services, custodial services, and non-county residents. These fees, as shown on the approved application, must be paid seven (7) days prior to scheduled use. Checks should be made payable to CRS and mailed to the Athletic Services Division. Payment also can be made by using a VISA or Master Charge card. If a volunteer building director will be used (see page 15), attach a copy of the certification card to the completed application, or arrange for the training and certification of your volunteer(s) with Athletic Services staff.

C. Fee schedules for community use of gymnasiums

1. Recreation facility supervision:

The cost for county supplied building directors is \$12 per hour with a minimum of three (3) hours. If the use exceeds two and one half (2 1/2) hours, an additional half hour (1/2) for staff administrative work will be required. Fee for supervision will be waived if the using organization agrees to the following conditions:

- a. User will provide adult volunteers (age 18 or over) to serve as building directors.
- b. Volunteer must satisfy CRS training requirement. (see page 15)
- c. Information concerning volunteers, including a completed volunteer work application for each person, shall be submitted.

d. Volunteers serving in this capacity must perform the same duties as a paid building director and comply with all CRS administrative procedures.

e. Organizations which fail to pay for or provide a CRS trained volunteer building director will forfeit their right of facility use.

2. User fees for adult non-county residents:

A twenty (\$20) fee will be charged to adults who do not live in Fairfax County or Fairfax City. The fee applies to each person, per sport, per season. (See page 16)

3. Custodial Services:

Hourly rate: July 1, 1998 - June 30, 1999 \$24.00. Four (4) hr. minimum if custodian must return to school for use: one (1) hour minimum if use is contiguous with the end of the custodian's normal work schedule. Fee calculated at program hours + one (1) hour cleanup (additional hours for cleanup may be charged depending on the size and type of activity). Custodian fees will not be waived.

4. Permits for use will not be issued until payment is received.

5. Use of bleachers: To assure safe use of indoor bleachers, community/sports recreation groups must comply with the following conditions:

- a. To minimize the inconvenience of this requirement, community users must notify the Athletic Services Division seven (7) days in advance of the need to have bleachers set up.
- b. The using group must pay CRS any fees associated with operating the bleachers. With sufficient advance notification, most uses will not require a fee.
- c. Indoor bleachers are to be inspected and operated by a specified local school staff member.

A CRS paid building director may assist a school staff member with this activity, but should not open or close bleachers without school staff present. Members of the using group are not to participate in the inspection, setup, or take down of the bleachers.
- d. Bleachers must be pulled out to full extension before use.
- e. User Must Obtain Permission From School Officials for Use of Folding Chairs. All Groups are Responsible for Setting and Returning Folding Chairs to Designated Area After Use.

Gymnasium Usage Regulations

1. All Applicants Must be Residents of Fairfax County or Fairfax City.
2. At least two-thirds (2/3) of participants must reside in Fairfax County or Fairfax City. User shall ensure that participants shall not be restricted from participation for reasons of race, religion, sex, creed, national origin or a handicapping condition.
3. All Groups Using the Facility Must Be Supervised by a Responsible Adult. The individual to whom the permit is issued will be held responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and fans.
4. Use of the facility is restricted to the area to which the group has been assigned and activities must be limited to those for which use was granted.
5. Usage is automatically cancelled when Fairfax County schools are closed because of holidays, inclement weather, or when use will interfere with school activities. If in doubt, listen to local radio stations or call the inclement weather hotline at 324-5264.
6. Postponements or cancellation of use must be reported immediately to the Athletic Services Division. Notification *must not* be later than noon of the day of usage for weekday and by noon on Friday for Saturday.

Groups will be charged for Building Director's Salary, Facility Use Fee and Custodial fee, if applicable, whenever they fail to use assigned space without prior notification to the Athletic Services Division.
7. The building director (volunteer or paid staff) is in charge of the facilities and will interpret all rules and regulations of the Department.
8. During the period December 1 - March 31, if problems at the school cannot be solved by the recreation building director, please call the Department at 324-5515. The responsibility for supervision *shall not* fall on the custodian.
9. Any individual or group found guilty of destroying or defacing school property may be excluded from further use of the school building and shall be held responsible for such damage.
10. Participants must wear appropriate athletic shoes while engaged in an activity in the gym. Any street shoes that mark or damage the floor are prohibited.

11. Bouncing, dribbling or throwing a basketball, volleyball or soccer ball in areas other than the gymnasium is prohibited.
12. Food and/or beverage will not be permitted in the gymnasium.
13. At no time shall smoking be permitted in the school building.
14. No immoral or unbecoming conduct is permitted, no alcoholic beverages may be served or consumed and no gambling may take place on school board property.
15. No automobiles shall be operated or parked other than in the designated parking area. Violation may result in cancellation of use permit.
16. User shall ensure that usage and persons affiliated with the group are restricted to the designated area.
17. User shall observe contracted times.
18. All users shall leave the building in a neat and orderly condition.
19. Outdoor Sports Using Indoor Athletic Facilities. Any groups applying for a gymnasium to practice and/or play any of the following sports must obtain a supplement to this regulation and comply with CRS guidelines for such use: baseball/softball, field hockey, football, golf, lacrosse, shot put, and soccer.
20. The Fairfax County School Board and/or Community and Recreation Services reserve the right to deny the use of a facility to any person or organization at any time and it is the final authority on the interpretation and modification of the policy on public use of school facilities. The School Board and/or CRS reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all the regulations.

Volunteer Building Director Training

Community and Recreation Services (CRS) and School Board regulations require a qualified building director on duty during the community use of school gymnasium. Users have the option of paying a fee to CRS. to assign a paid staff person, or provide a volunteer(s) to become a qualified building director.

To qualify, a volunteer must view the "Volunteer Building Director Training Video" available for check out from any Fairfax County Library or the Community and Recreation Services.

After viewing the video, volunteers must complete the self-administered exam available with the video and mail it to the address listed below. CRS staff will then validate the exam and mail an authorization badge and a packet of building director materials to the volunteer.

Your group or organization must accomplish this certification process after submitting the gym usage application to the Athletic Services Division and before the first scheduled day of usage.

If you need assistance concerning the training contact staff at 324-5604. Please direct all inquiries relative to gymnasium assignments to the Athletic Services Division at 324-5533



Remember: Do not let your players or parents come into the gym with food or drink.

User Fees for Adult Non-County Residents

Who is charged: Any person residing outside of Fairfax County or Fairfax City, eighteen (18) years of age or older, participating in an activity that requires recurring use of any County athletic facility.

What is the Fee: Twenty dollars (\$20.00) will be charged to all adults who do not live in Fairfax County or Fairfax City and who participate in sports or in individual activity groups during a season.

Documentation Required:

1. A roster of players for each group/team.
2. Proof of Fairfax County/City residency for all names listed on the roster(s) (driver's license, utility bills, tax receipts, etc.). Listings in the residential telephone directory will be accepted as proof of residency. The copy of the page submitted must include that portion containing the year the book was published. CRS reserves the agent to amend the kinds of acceptable documentation because validity or administrative expediency.
Copies only – documents will not be returned.
3. Supplemental roster after team membership is closed if applicable.
4. Residency documentation will be waived for any organization that pays the non-residency fee for 1/3 of their total membership as shown on their roster(s). Adjustments must be made for any increase the season with no adjustment made for membership reduction.

Exception

1. Participants in tournaments that attract non-County teams.
 2. Participants involved in activities occurring one time during a calendar year, i.e., company picnic.
- Note:** Persons/organizations are prohibited from submitting.. multiple applications in an effort to circumvent this policy.
3. Military personnel and their dependents. The individual must have a valid military identification card.
 4. Individuals who own property in Fairfax County and pay real estate taxes to the County, but live outside the County, will not be assessed the non-County resident fee for use of athletic facilities.
 5. George Mason University athletes who are members of a team that participates in NCAA sanctioned athletic events are not liable for payment of the County Non Residency Fee when their team as a unit uses CRS scheduled sports facilities. Players on intramural or community sports teams such as a women's slow pitch softball team must pay this fee.
 6. Persons domiciled in facilities located within Fairfax County/City for the treatment of drug/alcohol or other debilitating disease and receive assistance from other County agencies such as food stamps are exempt this fee.
 7. Participants in the Fairfax County Employees Softball League.

Guidelines for Community Groups Using Bleachers

In gymnasiums equipped with field house type bleachers, all sections of bleachers on one side of the gym will be available for spectators of youth basketball programs. Since only one custodian is on duty for weekend programs, a trained volunteer from each community group will assist with opening and closing the bleachers. To accomplish this the following will be done:

- A training video on the general operating procedures of the bleachers will be developed by the Office of Security and Risk Management Services and given to CRS.
- Athletic organizations scheduled into selected secondary, high, and middle schools will make available two people (more if necessary) to be trained in opening and closing the bleachers. Attached is a list of schools where volunteers are needed to assist the custodian. These people must view the training video and be willing and capable of providing assistance. CRS will provide copies of the video.
- Teams playing the first game on the morning schedule will assist with opening the bleachers and installing the handrails. The last teams to use the facility will assist with closing the bleachers, putting away handrails, and picking up trash (on bleachers and gym area).
- Bruce Patrick will present these instructions to youth club representatives at the CRS November meeting with community users.

These procedures are not necessary in middle schools that have smaller sized bleachers. These instructions supersede those given in the January 8, 1991, memorandum from Sara Moretz to Michael Kendrick.

Any questions concerning this information should be referred to Gordon Lawrence, telephone number, 658-3770.